

Legal Administrative Assistant

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking an experienced Legal Administrative Assistant for its Parsippany, New Jersey office. This in-office position requires someone with meticulous attention to detail, strong technical and organizational skills, excellent verbal and written communication skills, and a strong work ethic. The ideal candidate will also have an interest in the practice as a whole, becoming familiar with specific clients and their needs, together with a strong team mentality, pitching in to help wherever needed, building a positive team spirit and supporting everyone's efforts to succeed.

Responsibilities include, but are not limited to:

- Coordinate all aspects of client billing each month, including working with attorneys and billing coordinators on the following:
 - Review pre-bills for accuracy, including rates, discounts, client information and formatting and make necessary edits.
 - Ensure specific billing arrangements are applied, such as flat fees, discounts, retainer payments, etc.
 - Review and verify the accuracy of final bills.
 - Send invoices to clients.
 - Respond to client billing questions, including researching relevant information.
- Enter disbursements into the firm's disbursement system and work with the accounts payable department to ensure appropriate application.
- Review incoming correspondence and statements from vendors; research status of payments and coordinate with the accounts payable department.
- Input time entries.
- Handle day-to-day administrative functions and take the lead in calendar management.
- Prepare new matter memos, initiate conflict searches and draft engagement letters.
- Assist with sending client communications.

Knowledge, Skills & Abilities

- Minimum five (5) years of administrative experience, with a focus on client billing. Those with significantly more experience are encouraged to apply.
- MS Office (Outlook, Word and Excel) proficiency.
- Familiarity with:

- CMS/Aderant including components of that platform such as Pre-View Biller and Expert Time
- Elite accounting systems
- Chrome River
- NetDocs

Or a willingness to commit to becoming an expert at using these programs. The firm will provide training for the right candidate.

- High level of accuracy, excellent critical and analytical thinking and a demonstrated ability to multi-task, manage workflow, work independently and meet critical deadlines.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

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